



## ZONING BOARD OF ADJUSTMENT REQUEST

### DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted. Please note that some requests may require additional materials. Application and disclosure forms must be original.

Staff    Appl

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | ZBA application with owner's disclosure and notary statement                               |
| <input type="checkbox"/> | <input type="checkbox"/> | application fee  |
| <input type="checkbox"/> | <input type="checkbox"/> | documents required check list, completed and signed by applicant                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosure of Interest form from applicant and any other person listed on the application. |

### For Variances and Special Exceptions:

**Refer to page 2 to determine which of the following are required:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. dimensioned site plan with location of request and/or parking analysis   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. dimensioned drawing of the proposed sign, including letter height  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. illustration of proposed construction  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. number of existing, required, and proposed parking spaces  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. illustration of proposed sign or building elevation  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. signed and notarized Off-Site Parking Agreement with \$24 check for filing, made out to Tarrant County Clerk     |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. percentage of masonry coverage   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. proposed dwelling unit size(s)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. proposed exterior building materials   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Off-Site Advertising/Development Sign Request Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. number and location of any signs within 200 feet of proposed sign   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Hardship Statement describing the variance requested and non-financial or non-personal hardship it will resolve |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. site layout showing the proposed carport location, dimensions, roof type and construction, and color scheme     |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Carport Addendum with answers to questions 1-3  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Initial Notice of Violation from Code Enforcement   |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Permit Review Comments Report   |

Preparer's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



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### DOCUMENTS REQUIRED, p. 2

#### Variance Requested:

1, 12	encroachment into a required building setback
1, 12	lot depth, width
1, 4, 12	required parking or loading
1, 3, 12	building height
1,2,12,15	sign size, height, location
5, 9, 12	building materials, masonry percentage requirement
1, 9, 12	fence height, location
1, 5, 12	roof pitch
see staff	other

#### Special Exception Requested:

1,2,10,11,16	off-site advertising and development signs
1	temporary sand and gravel extraction
1, 3	institutional canopy, portico, covered walkway in required setback
1, 3, 4	outside display of finished products for a time period exceeding one day
1, 4	deferred construction of up to 20% of required parking
1, 2, 16	additional signage for new car dealerships
1, 3	porte cochere, covered walkway, canopy in required street building setback
1, 4, 6	required or additional off-premise parking
1, 3	new motor vehicle parts installation, vehicle repair - incidental use to retail sales
1, 3	building elements spanning public street rights-of-way
1	temporary asphalt or concrete batch plant
1, 5	temporary carnival, circus, amusement ride
1, 2, 16	wall signs on an exterior façade wall not immediately abutting the tenant space or business that it advertises
7, 9	masonry coverage
1, 8	minimum gross living area
13,14,15	carport in front yard
+3 if new const	